

SELF-SERVICE CENTER

PROCEDURES: WHAT TO DO AFTER COMPLETING ALL FORMS TO ESTABLISH CHILD CUSTODY, PARENTING TIME AND CHILD SUPPORT WHEN PATERNITY HAS ALREADY BEEN ESTABLISHED

STEP 1: Complete the “Family Court Cover Sheet” and the “Sensitive Data Sheet”.
(Do not copy these 2 documents.)

Make **2** copies of the following documents after you have filled them out:

- “Summons”
- “Petition to Establish Child Custody, Parenting Time and Child Support”
- “Order and Notice for the Parent Information Program”

STEP 2: SEPARATE YOUR DOCUMENTS INTO THREE (3) SETS: (4 if DES or DCSE is involved)

SET 1 – ORIGINALS FOR CLERK OF COURT: <ul style="list-style-type: none">• “Family Court Cover Sheet”• “Sensitive Data Sheet”• “Summons”• “Petition to Establish Child Custody, Parenting Time and Child Support”• “Order and Notice for Parent Information Program”	SET 2 – COPIES FOR OTHER PARTY: <ul style="list-style-type: none">• “Summons”• “Petition to Establish Child Custody, Parenting Time and Child Support”• “Order and Notice for Parent Information Program”
SET 3 – COPIES FOR YOU: <ul style="list-style-type: none">• “Summons”• “Petition to Establish Child Custody, Parenting Time and Child Support”• “Order and Notice for Parent Information Program”	
SET 4 – TO SERVE ON THE STATE IF DES OR DCSE IS INVOLVED: <ul style="list-style-type: none">• “Petition to Establish Child Custody, Parenting Time and Child Support” (copy)• “Acceptance of Service” (original) (See Step 4 on next page for more information about serving the State)	

STEP 3: FILE THE PAPERS AT THE COURT:

GO: GO TO THE COURT TO FILE YOUR PAPERS: The court is open from 8 a.m.-5 p.m., Monday-Friday. **You should go to the court at least two hours before it closes.** You may file your court papers at the Clerk of court Filing Counter at the following Superior Court locations:

The Clerk of the Superior Court
Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

The Clerk of the Superior Court
Southeast Court Complex
222 East Javelina Avenue, 1st floor
Mesa, Arizona 85210

The Clerk of the Superior Court
Northwest Court Complex
14264 West Tierra Buena Lane
Surprise, Arizona 85374

The Clerk of the Superior Court
Northeast Regional Court Center
18380 North 40th Street
Phoenix, Arizona 85032

FEES: A list of current fees is available from the Self Service Center and from the Clerk of Court's website.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a deferral (payment plan) when you file your papers with the Clerk of the Court. Deferral Applications are available at no charge from the Self-Service Center.

PAPERS: Hand all three (3) sets of your court papers to the Clerk along with along with the correct filing fee.

MAKE SURE YOU GET THE FOLLOWING BACK FROM THE CLERK:

- Your Set of **Copies**
- The Other Party's Set of **Copies**

STEP 4:

SERVE THE PAPERS ON THE OTHER PARTY. Read the packet at the Self-Service Center called "Service of Court Papers" that applies to your situation. This will explain how to serve the other party. Remember to file your Affidavit, Waiver or Acceptance of Service as soon as the Respondent is served.

The State of Arizona may be involved if any party received public assistance for the children or used the services of the State in establishing or collecting child support. If either party already has a case with the State (**DCSE or DES**) involving the same children as in this case, notice of this action **must also** be given to the Attorney General's Office.

SERVING PAPERS ON THE STATE: (if required). The Office of the Attorney General (the "**AG**") will accept service by signing an "**Acceptance of Service**" form and returning the form *for you to file with the Court*. There are no court fees for serving the State with an *Acceptance*, as described below:

- (a) You may mail or personally deliver to the Office of the "**AG**" assigned to your case:
- a copy of the "**Petition to Establish Child Custody, Parenting Time and Child Support**"
 - original "**Acceptance of Service**" AND
 - a self-addressed, stamped envelope (*addressed back to you*).

A list of addresses for the AG's offices is available from the Self-Service Center or from the Internet.

(b) There may also be a "drop-box" in the Clerk of Court's filing counter area at which you may leave the above listed documents and the envelope for the AG. Ask the clerk at the filing counter, or

(c) You may mail all listed documents *and the envelope* to:

Office of the Attorney General
Child Support Enforcement Section
P.O. Box 6123 – Site Code 775C
Phoenix, AZ 85005

Note: The State is not considered served until the AG's signed Acceptance of Service is filed with the Court!

Note: A party who is served with the papers *in Arizona*, whether a person or the State of Arizona (the AG / DCSE), has **20** days from the date of service to file a request for a hearing. A party who is served with the papers outside Arizona has **30** days from the date of service to file a request for hearing.

STEP 5:

WAIT. Depending on HOW and WHERE you served the papers on the other party (in-state, out of state, by publication, etc.), he or she has a certain number of days to file a RESPONSE to tell the Court that he or she disagrees with your facts, OR objects to the Orders you want the Court to make. You should receive a copy of the Response and a notice about when and where you must appear for any Court procedure or hearing.

If NO RESPONSE is filed, you must file papers to tell the Court the other party DEFAULTED - that is, the other party agrees with your request - or at least did not file papers to disagree, so the Court should move forward. See the Self-Service Center's "Default" (or "Default Without Children") packet and follow the timetable and procedures there to apply for your default court order.

Do not copy
or file this page